Attachment 1

New Students/Paid Interns/Residents

Instructions for Self-Enrolling in the VA Talent Management System (TMS)
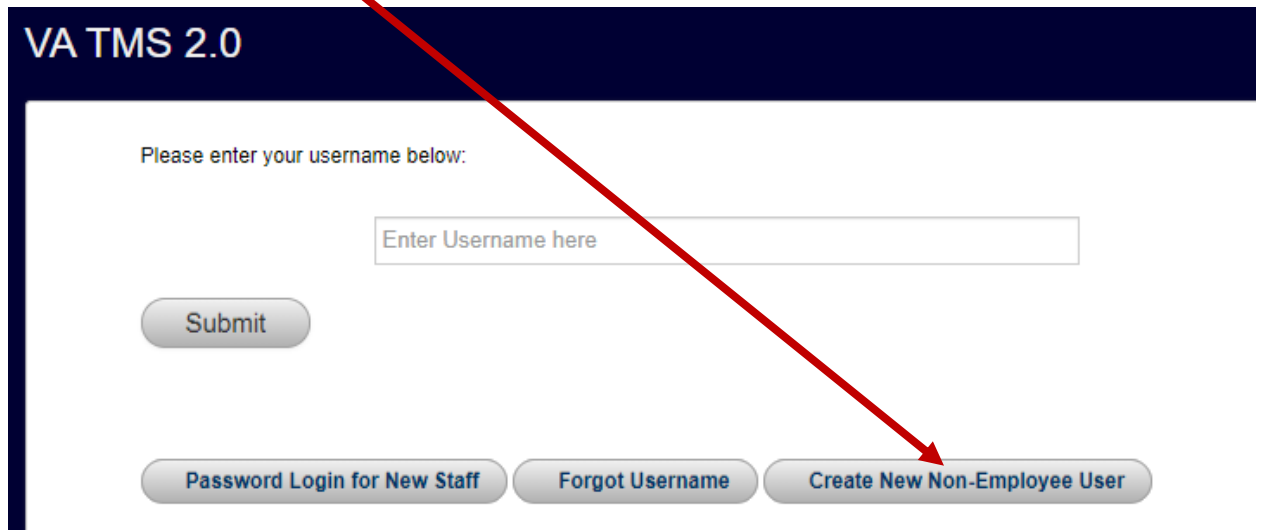
VHA Mandatory Training for Trainees
To participate in training, interact with patients, and gain access to our information systems you must complete an online mandatory training item using the VA Talent Management System (TMS) 2.0. The item is titled <u>VHA Mandatory Training for Trainees</u> (Item ID: VA 3185966). You will be happy to know that your training transfers between VA facilities. So long as you complete the training every 364 days and remain "in good standing", there should be minimal interruptions as you proceed through your education.

VA TMS 2.0 is on the internet and can be accessed using Internet Explorer, Microsoft Edge, Firefox, Safari and Google Chrome. Give yourself some time because there is a <mark>20-minute delay</mark> when your account is initially created. After your account is created, you will need to wait 20 minutes before you can log in and complete the training.

Self-Enrollment Instructions for NEW TMS Users

1. From a computer, launch a web browser and navigate to https://www.tms.va.gov/secureauth35/
2. Click the [**Create New Non-Employee User**] link located here:

3. Select the radio button for ⊙**Veterans Health Administration (VHA)**, then click the [**Next**] button.
4. Select the radio button for ⊙**Health Professions Trainee** (NOT WOC), then click the [**Next**] button.

5. Complete all required fields, indicated by asterisk* and any non-required fields if possible.

!IMPORTANT! - In the My Job Information section, be sure to enter the information noted in **bold** for the indicated fields below.

My Account Information:
- SSN*
- Re-enter SSN*
- DOB*
- Legal First Name*
- Legal Last Name*
- Middle Name *(optional, but extremely helpful)*
- Your Email Address* *(Enter a personal email address. Do not use a School email address. This address will become your Username that is you will use to log in.)*
- Re-enter your email address*
- Direct Dial Phone Number *(optional, intended for a landline phone)*
- Mobile Number* *(Enter your mobile phone number. You will have the option to receive one-time-passcodes via text message or voicemail at this mobile phone number.)*
- Time Zone ID*

My Job Information:
- VA Location Code* - ***Click the blue filter and select ASH Asheville VA Medical Center (Asheville, NC) from the list.***
- Trainee Type* - **Associated Health**
- Specialty/Discipline*
- VA Point of Contact First Name* - ***Daniel***
- VA Point of Contact Last Name* - ***Cantrell***
- VA Point of Contact Email*- ***Daniel.Cantrell@va.gov***
- Point of Contact Phone Number* - ***828-298-7911***
- School/University*
- School/University Start Date*
- Estimated School/University Completion Date*

Click the [**SUBMIT**] button when all required fields are completed.

* Your SSN is used only as a unique identifier in the system to ensure users do not create multiple profiles. The SSN is stored in a Private Data Table that cannot be accessed anywhere via the VA TMS interface. It is securely transferred to a VA database table inside the VA firewall where it can be confirmed, if necessary, by appropriately vested system administrators and/or Help Desk staff.

6. You should now see the Congratulations! Screen. Note your Username/Email Address. **Wait 20 minutes before you attempt to log in.**

7. **After 20 minutes**, please return to https://www.tms.va.gov/SecureAuth35/
8. On the TMS 2.0 Login Screen enter your Username/Email Address and click the [**SUBMIT**] button.
9. You will be given he option to have a one-time passcode to be sent to your Email or your Mobile phone number. Select the option you prefer and click [**SUBMIT**].
10. A one-time passcode will be sent to you via the option you chose in the previous step. Enter the one-time passcode using your keyboard or the on-screen number pad and click the [**SUBMIT**] button.
11. During this first log in you will be asked to select and answer two security questions. These will be used to reset your TMS password.
12. Select questions, enter response, confirm response.
13. Click the [**Save**] button.
14. You have now completed your TMS User Profile and are ready to start training.

Launching and Completing the Content

1. Once you are logged in, click on the **Learning** tile from your Home page.
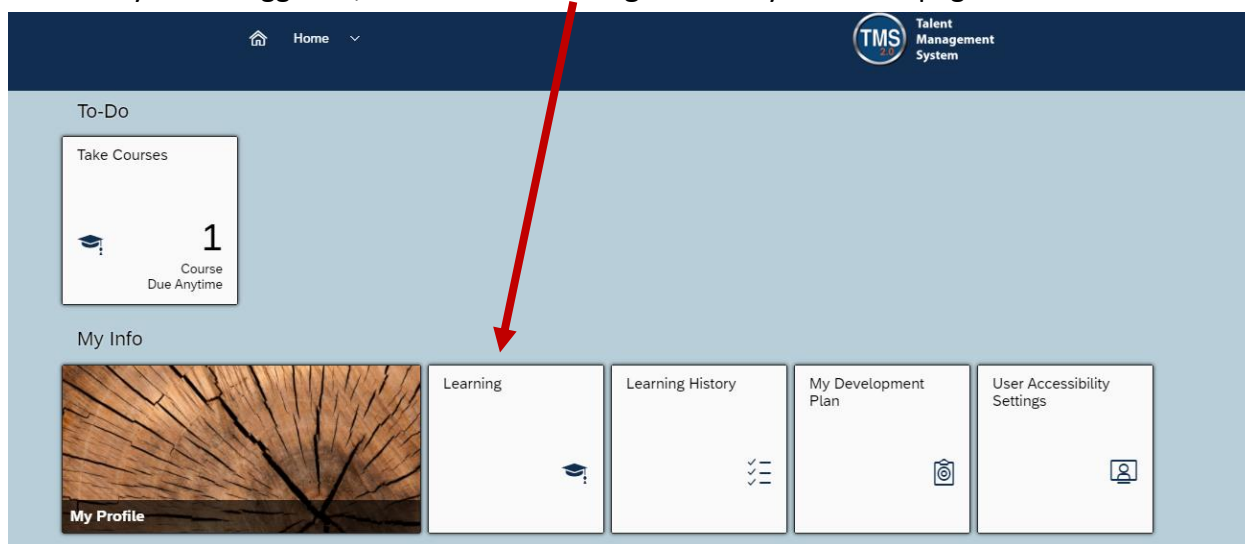
2. In the To-Do section of your My Learning page, you should see VHA Mandatory Training for Trainees VA 3185966 listed as Required.
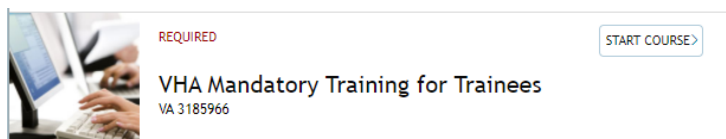
3. Click [**Start Course**] to start the training module. *Note – the training module will open in a new window. Be sure to use the internal navigation buttons on the module.
4. Once you have completed the module (100% should be at the top right), click the **Exit ✖** button for the module.

5. Click **[Return to Content Structure].** You should see a green check mark in front the link for the training module and the option to print a Certificate of Completion. The course will also be listed in your Learning History.

6. To view a Certificate of Completion at a later date, click the **Learning History** tile from your Home page.
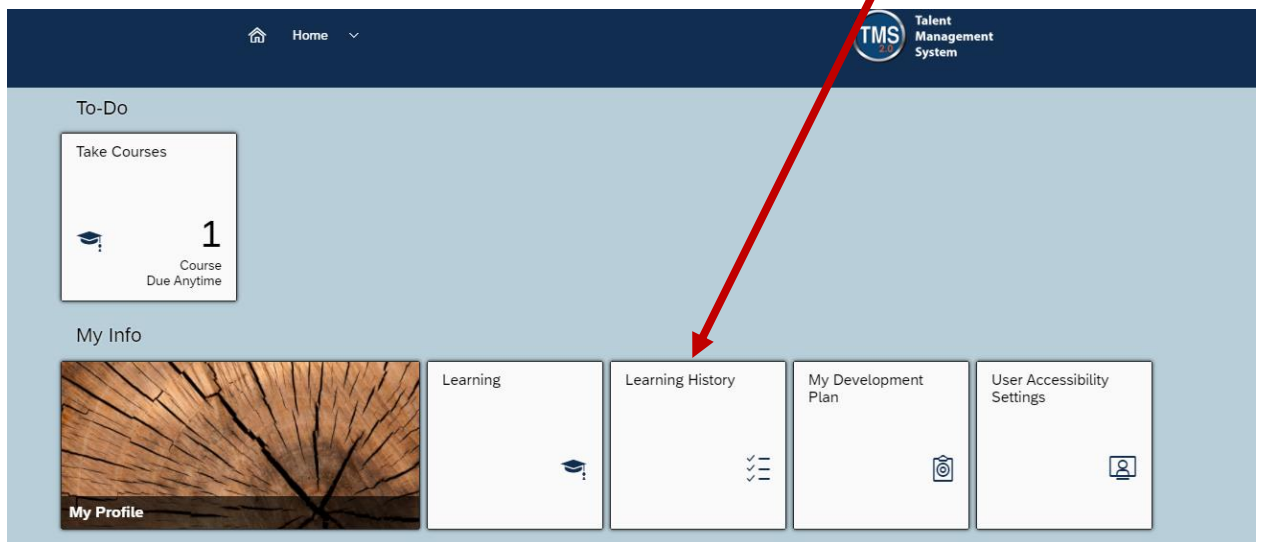
7. Locate the training course and click the printer icon in the **Action** column. A PDF of the Certificate of Completion will be generated.